

eLOCCS S236 *IRP*

GETTING STARTED GUIDE

***SECTION 236 INTEREST REDUCTION PAYMENTS
(IRP)***
CI#: LOCCS-236UG-1.1

U.S. Department of Housing and Urban Development

March 2006

Revision Sheet

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1.0 INTRODUCTION

1.0 INTRODUCTION

As part of the U.S. Department of Housing and Urban Development's (HUD) commitment to make the Federal government more efficient and more responsive to customers and to implement the Government Paperwork Elimination Act, HUD is automating invoice processing for the Section 236 Rental Housing Assistance Program – Interest Reduction Payments (S236 IRP). This effort to improve the overall financial management of the Section 236 IRP portfolio is sponsored by the Office of the Chief Financial Officer (OCFO).

Currently, S236 IRP service providers mail invoices to HUD to obtain payment, which is a manually intensive process. HUD is automating this payment process using the Line of Credit Control System (LOCCS, Internet version *eLOCCS*) to accommodate the receipt of electronic invoices via the Internet. The effort will streamline the payment process to ensure efficiency and accuracy. S236 IRP enhancements will include real-time approval of payment requests, access to payment schedules and history, and e-mail notifications of anticipated deposit dates and other *eLOCCS* actions.

1.1 Purpose of Guide

This guide provides an overview of required security components necessary for Section 236 *eLOCCS* access, with a description of how the components work together and how a user may request access to the security components. It also explains and depicts through user screens the S236 IRP-specific program functionality within *eLOCCS*.

1.2 *eLOCCS*/S236 IRP

eLOCCS provides Title II lenders, HUD Public Housing Authorities (PHA), Section 8 Performance Based Contract Administrators (PBCA), and other authorized HUD business partners with Internet access to LOCCS, HUD's primary disbursement system for grant and subsidy programs. *eLOCCS* provides internet access allowing authorized users the ability to query, manage, and initiate drawdown requests against their HUD program portfolios.

Projected for September 2005, *eLOCCS* will begin supporting the S236 IRP program. Service providers with the appropriate authorization access level will be able through *eLOCCS* to submit a voucher request for a total payment amount of insured and uninsured projects and to access query reporting features.

1.3 Hours of Operation

Monday – Saturday 6:00 a.m. to 8:00 p.m. EST
Sunday Not Available

1.4 *eLOCCS* Browser Requirements

In concurrence with Secure Systems browser requirements, eLOCCS supports Internet Explorer 6.0.

1.5 Acronyms and Abbreviations

Acronym/Abbreviation	Definition
eLOCCS	Internet version of LOCCS
FAQ	Frequently Asked Questions
FHA	Federal Housing Administration
HUD	U.S. Department of Housing and Urban Development
ID	Identification
LOCCS	Line of Credit Control System
OCFO	Office of the Chief Financial Officer
PBCA	Section 8 Performance Based Contract Administrators
PHA	Public Housing Authorities
PIH	Public and Indian Housing
REAC	Real Estate Assessment Center
S236 IRP	Section 236 Interest Reduction Payments
URL	Uniform Resource Locator (WWW address)
VRS	Voice Response System
WWW	World Wide Web

2.0 SECURITY COMPONENTS

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2.1 Secure Systems and FHA Connection

HUD has many online systems available to the public and its business partners, with each online system often providing information or functionality for specific groups or organizations within the general housing industry. The two primary HUD online systems required for gain access to the 236/IRP program in eLOCCS are **Secure Systems** and **FHA Connection**. Both Secure Systems and FHA Connection serve as an internet gateway between the general public and internal HUD applications, each serving a specific set of HUD business partners.

Secure Systems is sponsored by the Office of Public and Indian Housings (PIH) Real Estate Assessment Center (REAC). Secure Systems (sometimes referred to as Online Systems) is the general name for the front-end security component controlling access to a suite of PIH systems supporting PHAs, Section 8 PBCAs, and business partners in the multifamily housing industry.

Each of these business partners ultimately receive directly from HUD the subsidy, grant, and/or loan payments to support the many HUD programs funded by Congress each fiscal year. LOCCS, sponsored by OCFO, has been responsible for the disbursement of these funds since 1984. In October 2000, eLOCCS was implemented as a component of REAC's suite of systems under Secure Systems, allowing direct internet access of PIH and Housing-authorized business partners to their HUD portfolio funds.

FHA Connection is the front-end security component allowing Federal Housing Administration (FHA) approved lenders to have real-time access to a number of FHA systems for the purpose of originating and servicing FHA loans.

Generally, FHA Connection users (mortgage lenders) do not need to access any applications under Secure Systems. There are exceptions; and Section 236 IRP Service Providers, who will need to access eLOCCS under Secure Systems, is one of them.

2.1.1 Coordinators and User

The security components for both FHA Connection and Secure Systems are basically identical. Each recognizes two types of trusted business partner users: coordinators and users. In most cases, coordinators perform only system administration functions. These functions include establishing their profile as coordinator to HUD systems and activating users by assigning systems and roles.



This guide only contains an overview of the FHA Connection registration process. Additional FHA Connection registration information can be found at <https://entp.hud.gov/clas/info.html>.

Because of the security similarities, FHA Connection was modified to share its security profile with Secure Systems for selected applications. eLOCCS has been added to this list, and lenders who participate in the S236 program may now request eLOCCS "system access" through FHA

Connection. Once *e*LOCCS "system access" is assigned in FHA Connection, a user can sign-on directly to Secure System with the same FHA Connection User Identification (User ID) and password and select *e*LOCCS from the list of authorized systems menu.



Secure Systems only controls system-level access for *e*LOCCS and displays the *e*LOCCS application link on its menu. Application-level security is maintained by *e*LOCCS and OCFO. This is a separate security component necessary before full access to *e*LOCCS is allowed (for details, see Section 2.2).

2.1.2 Assigning *e*LOCCS Application Roles in FHA Connection

As part of an FHA coordinator administrative function, coordinators assign applications and roles in FHA Connection to themselves or a user. To perform the assignment of *e*LOCCS application and roles, go to the following FHA Connect URL:

<https://entp.hud.gov/clas/index.html>

Select the Sign On icon and enter your user name and password to sign into FHA Connection when prompted. Select the OK button or press the Enter key. Then click on the ID Maintenance icon which will retrieve the ID Maintenance page. From this page, select the FHA Connection ID Administration link. Then Enter the FHA User ID in the FHA ID input box and click the Send button. The FHA Connection ID Administration page will display. Scroll down to the Line of Credit Control System Application (*e*LOCCS), mark the Query and/or Administrator check boxes, and then click the Send button. The Coordinator, in performing this administrative function, assigns the *e*LOCCS application and roles to the user in Secure Systems.

All users should minimally be assigned the Query role. Additionally, adding the Administrator role allows the user to maintain the *e*LOCCS e-mail matrix for the business partner (discussed in the future Section 4). Users who will need to submit vouchers will request the authority on the HUD-27054 described in Section 2.2.

2.2 *e*LOCCS Security Registration

As previously noted, *e*LOCCS also has application-level security requiring a User ID and password. This is a LOCCS only User ID and password and is separate from the FHA Connection User ID and password. A user will be prompted for a LOCCS User ID and password after selecting the *e*LOCCS link from the Secure Systems menu.

As the primary program cash management application for the Department, LOCCS is responsible for the final automated disbursement decision of billions in annual HUD appropriations. Because of the sensitive financial nature of *e*LOCCS, this additional level of security is required.

2.2.1 LOCCS VRS Access Authorization Security Form (HUD-27054)

eLOCCS application level security is maintained through the submission of a LOCCS VRS Access Authorization Security Form HUD-27054.



Initial LOCCS Business Partner access was through a touch-tone phone in 1990. This Voice Response System (VRS) technology used synthesized speech to guide the user through menus and options. LOCCS access required a 6-digit User ID and password; and, because of touch-tone limitations, both the ID and password were all numeric. LOCCS continues to support VRS; and, the LOCCS User ID and password remain all numeric, even when used through eLOCCS.

A HUD-27054 form must be completed for each staff member of the recipient organization who will perform query or drawdown functions for S236 IRP. The completed form (which must be notarized and signed by an Approving Official) is sent to the appropriate Program Office for review and verification. Following review, the Program Office staff will send the original form to the LOCCS Security Office for assignment of a LOCCS User ID. The user will receive a new user letter containing a 6-digit numeric LOCCS User ID in 7 to 10 business days after the LOCCS Security approval process.

If a user already has a valid eLOCCS ID, but does not have access to LOCCS program area S236, the HUD-27054 needs to be completed but it does not require a notary for adding the new program area. Upon completion, the form may be faxed to the OCFO Security Office at 202-708-4350


OCFO Security will only accept faxed forms under the following conditions 1) to add a new program area to an existing profile, 2) resetting an existing users password, 3) change mailing address, and 4) terminate users.

Additional information and a copy of a HUD-27054 LOCCS form can be obtained at the following URL:

http://www.hudclips.org/sub_nonhud/html/forms.htm > HUD-2* > HUD-27054 Voice Response System
> Select PDF Form

The following figures depict what the user will view after accessing the above URL.

[HUDCLIPS HOME](#)
[WHAT'S NEW](#)
[SHORT CUTS](#)
[SEARCH](#)
[FORMS](#)
[E-MAIL](#)
[PRIVACY STATEMENT](#)



hudclips

www.hudclips.org

welcome to hud's client information and policy system

Browse or search all forms in HUDCLIPS

Forms are available in either PDF, Microsoft Excel, or Microsoft Word template formats. However, **all forms are not available in all of these formats**. Separate viewers are required for each document format. Forms currently not available in HUDCLIPS can be ordered from [HUD's Direct Distribution System](#).

Browse

List all of the forms contained in the Forms database. Forms will be displayed in groups of 100. Click on the **Next List** icon at the top of the page to go to the next set of 100.

Search

To *Search* by form number, click on one of the searches below:
(the form number will begin with one of the following prefixes)

HUD Forms			
HUD-1*	HUD-4*	HUD-7*	FHA-*
HUD-2*	HUD-5*	HUD-8*	SAMS-*
HUD-3*	HUD-6*	HUD-9*	Ginnie Mae

Requesting a Form

If you are looking for a particular form that we do not have available, please [let us know](#) by sending email to hudclips@hudclips.org. We will make every attempt to obtain a copy and then send you email to let you know. Chances are if you are looking for it then another user is too!

Before submitting a request, please read the following:

1. Make sure the form you are searching for is a HUD form.
2. Send the exact form number and form title so that we can better assist you (contact your local HUD office if you do not know one of these two things--a list of local HUD offices can be found at www.hud.gov/directory/ascdir3.html).

Figure 2-1. HUDCLIPS

[\[Search\]](#) [\[Prev List\]](#) [\[Doc List\]](#) [\[Next List\]](#) [\[Bottom\]](#) [\[Help\]](#)

Documents: 1 - 191 of 191

Database: HUD Forms

REF	DOCN	Title
1	HUD-2	Request for Waiver of Housing Directive
2	HUD-20	Printing Requisition
3	HUD-20A	Requisition for Visual Arts Services
4	HUD-200	Canceled: check transmittal
5	HUD-20000-A	Idea\$ Submission Form
6	HUD-2002	Canceled: SUMMARY OF MORTGAGE PAYMENTS
7	HUD-2003-H-01	Don't Be A Victim of Loan Fraud
8	HUD-2003-13-CPD	HOME Program Rehabilitation Tune-up Kit
9	HUD-200.2	Adjustment of Overtime Hours
10	HUD-2022	SCHEDULE OF COLLECTIONS

130	HUD-27009-F	Single-Family Application for Insurance Benefits
131	HUD-27011	Instructions for Single Family Application for Insurance Benefits (PDF)
132	HUD-27011-A	FEHB Premium Conversion Waiver/Election Form
133	HUD-27012	Lockbox Payment Remittance Form
134	HUD-27014	RELOCATION INCOME TAX ALLOWANCE
135	HUD-27027	Title I Refinancing Report
136	HUD-27029	Title I Transfer of Note Report
137	HUD-27030	Canceled: Multifamily Mortgage Insurance Premium Billing Statement and *** Official Receipt
138	HUD-27032-B	Invoice Approval For Contract/Purchasing & Training
139	HUD-27038	Mortgage Insurance Termination
140	HUD-27045	Application for Premium Refund or Distributive Share Program [call 800-697-6967 to order]
141	HUD-27050-A	FHA Homeowner Fact Sheet
142	HUD-27050-B	National Credit Bureau Referral System (A-49) Data Entry
143	HUD-27050-C	Request Voucher for Grant Payment
144	HUD-27051	Special Needs Assistance Program
145	HUD-27053	Shelter Plus Care
146	HUD-27053-A	Voice Response System
147	HUD-27053-B	
148	HUD-27054	

Figure 2-2. HUD Forms List

[\[Search\]](#) [\[Prev List\]](#) [\[Doc List\]](#) [\[Next List\]](#) [\[First Doc\]](#) [\[Prev Doc\]](#) [\[Curr Doc\]](#) [\[Next Doc\]](#) [\[Last Doc\]](#) [\[Bottom\]](#) [\[Help\]](#)

Voice Response System

Form Number: HUD-27054

[Click Here or type Alt-p for Fillable, PDF Form](#) Acrobat 5.0 or higher is recommended. (6/2003)
[link to eLOCCS user's guide](#)

[\[Search\]](#) [\[Prev List\]](#) [\[Doc List\]](#) [\[Next List\]](#) [\[First Doc\]](#) [\[Prev Doc\]](#) [\[Curr Doc\]](#) [\[Next Doc\]](#) [\[Last Doc\]](#) [\[Top\]](#) [\[Help\]](#)

Figure 2-3. PDF Form Link

The HUD-27054 form will appear in PDF format when the link on page 2-3 is accessed. Detailed instructions for filling out the LOCCS VRS Access Authorization Security Form are presented on the second page. However, there is specific program information required in sections 5a/b/c of the form: LOCCS Program Area, Program Name, and Access Level. In sections 5a/b, enter **S236** for the LOCCS

Program Area and **S236/IRP** for Program Name. For Section 5c, all users should minimally request Query level access in this section to view the eLOCCS IRP portfolio. Additionally, users that need to perform a voucher draw should request project drawdown access.

The completed LOCCS VRS HUD-27054 form (which must be notarized) is sent to the appropriate Program Office for review and verification. Following review, the Program Office staff will send the original forms to the LOCCS Security Office for assignment of a LOCCS User ID. Once approved by LOCCS Security, the user will receive a 'new user' letter within 7 to 10 business days that contains the LOCCS User ID and instructions for the user to create a password. The HUD-27054 User ID must be recertified every 6 months. Each LOCCS user's Approving Official will be notified of this process.

3.0 SIGNING ON TO eLOCCS

3.0 SIGNING ON TO eLOCCS

3.1 What You Need Before You Sign-on

- **An FHA Connection User ID and password.**
If you do not have an FHA Connection User ID and password, see section 2.1.1 and talk to your Coordinator.
- **The eLOCCS application assigned to your FHA Connection User ID and proper eLOCCS roles assigned.**
If these are not assigned, see section 2.1.2 and talk to your Coordinator.
- **A LOCCS User ID and password.**
If you do not have a LOCCS User ID and password, see section 2.2.1 regarding HUD-27054 submission.

3.2 Two Sign-on Options

Once the three security components described in 3.1 are in place, there are two options for signing on to eLOCCS.

- 1) **Sign-on to FHA Connection by accessing the following URL:**

<https://entp.hud.gov/clas/index.html>

The FHA Connection Home page displays. Click the Sign On icon. Enter your FHA Connection User Name (ID) and password; select the OK button or click the Enter key. Select the Multi Family FHA link on the menu; then select the eLOCCS – Line of Credit Control System link. This eLOCCS link only sends you to the Secure Systems sign-on page (via the REAC Online Systems page where you click the Log In button) and then you are required to re-enter your FHA Connection User ID and password again to enter Secure Systems. The Legal Warning page displays; click on the Continue button, and you are now in Secure Systems. Select the Line of Cost Control System (eLOCCS) application link and enter your LOCCS User ID and password when prompted.

-OR-

- 2) **Sign-on to Secure Systems directly by accessing the following URL:**

<http://www.hud.gov/offices/reac/online/reasyst.cfm>

The REAC Online Systems screen displays; click on the Log In button. Enter your FHA Connection User ID and password; the Legal Warning page displays. Click the Continue button. In Secure Systems, select the eLOCCS application link and enter your LOCCS User ID and password.

Figure 3-1 illustrates the two sign-on methods.

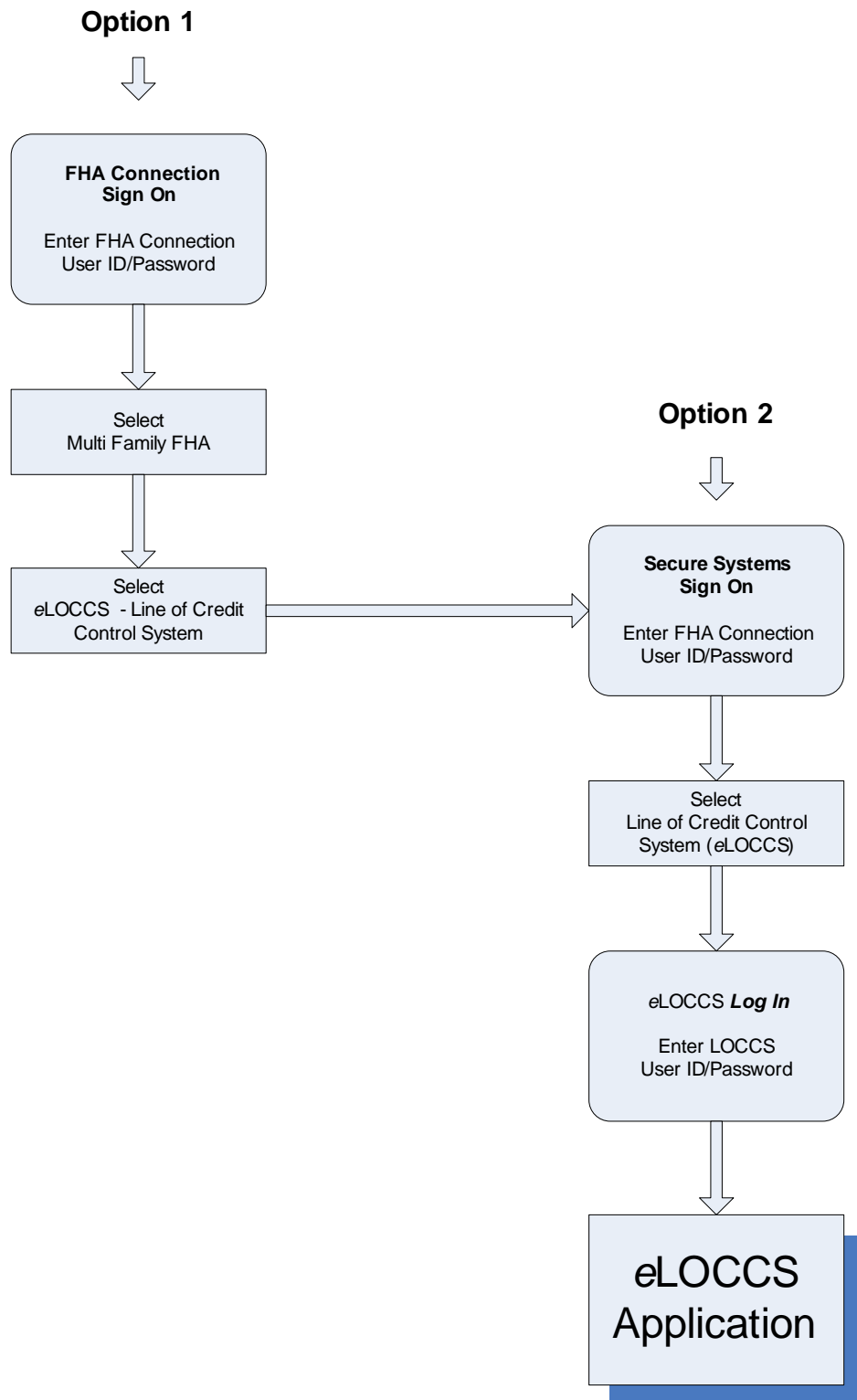


Figure 3-1. Two eLOCCS Sign-on Options

4.0 eLOCCS APPLICATION FUNCTIONS

4.0 eLOCCS APPLICATION FUNCTIONS

Sign-on requirements are explained in Section 3.0, Signing on to eLOCCS. After securing the required user IDs and passwords, the user will see the following figures from the Secure Systems (also known as Online Systems) screens.

Homes & Communities
U.S. Department of Housing and Urban Development

Real Estate Assessment Center
About REAC
Business area products
Business partners
Online systems
Common questions
Calendar
Industry user guides
Library
Directory
Training
Technical support
Contact us

HUD news

Homes

Communities

Working with HUD

Resources

Tools
Webcasts
Mailing lists
Contact us
Help

Real Estate Assessment Center

En español | Text only | Search/index

Online Systems

PIH-REAC System Upgrade Release Schedule:

- NEW** **System Problem on July 6, 2005**
July 6, 2005, at 10:00 am (EST) a database server at HUD, which supports PIH-REAC systems and security, experienced a disk drive failure
[More...](#) (07/07/05)
- Friday August 26, 2005 - 8pm
Eastern Time (04/11/05)
- [Click here](#) for the RASS 06/27/05 UPDATE
- Management Operations Certifications** not submitted by the E.D. will be **REJECTED**. (05/23/05)
- Voucher Management System:** VMS will start collecting the February, March, and April leasing data on May 15, 2005. Please have your quarterly submission input into VMS by COB May 31, 2005. (05/10/05)
- Increased Security:**
PIH-REAC applications are only accessible using a browser supporting 128 Bit encryption and SSL3.
[More...](#) (08/25/04)

Information by State
Print version
Email this to a friend

Existing users log in below
LOG IN

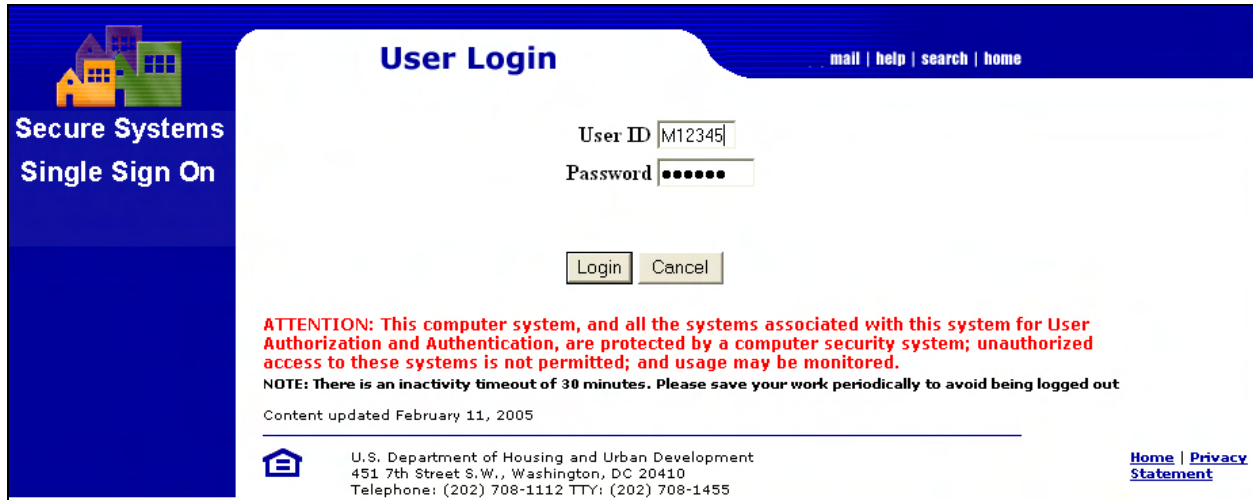
Need to access HUD systems? Register below:
Online Registration
PASSWORD RESET

Note: Password reset will require you to provide exact information from your original registration.

Helpful Tools
On-line Registration
Quick Time for Registration

Figure 4-1. Secure Systems Log In Screen

Referring to Figure 4-1, the user will click on the Log In button. Figure 4-2, Secure Systems User Login screen, will display. Users will enter their previously obtained FHA Connection User ID and password and then click on the Log In button. The User Login Warning screen (Figure 4-3) displays. The user should press the Continue button. The Main Menu (Figure 4-4) displays subsystems that have been assigned to the user. The user selects and double clicks on the Line of Credit Control System (eLOCCS) hyperlink.



Secure Systems
Single Sign On

User Login [mail](#) | [help](#) | [search](#) | [home](#)


User ID

Password

ATTENTION: This computer system, and all the systems associated with this system for User Authorization and Authentication, are protected by a computer security system; unauthorized access to these systems is not permitted; and usage may be monitored.

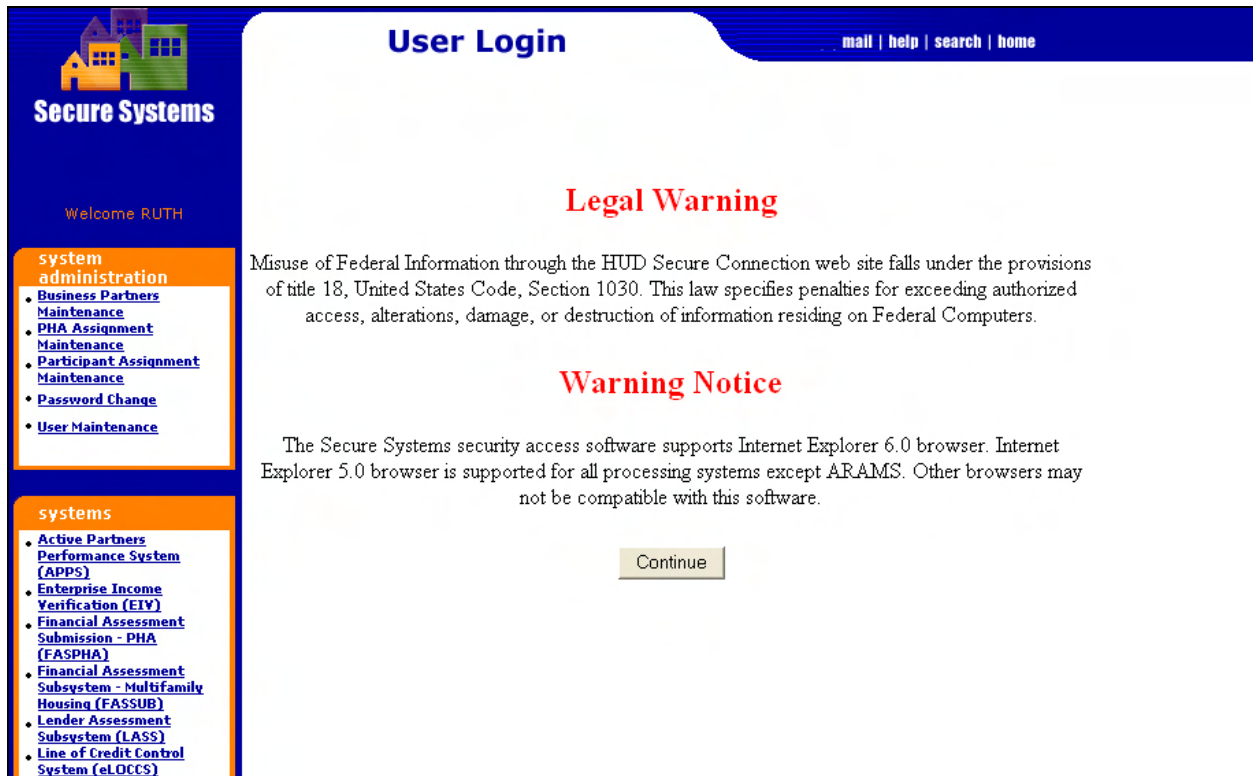
NOTE: There is an inactivity timeout of 30 minutes. Please save your work periodically to avoid being logged out

Content updated February 11, 2005

 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

[Home](#) | [Privacy Statement](#)

Figure 4-2. Secure Systems Sign On Screen



Secure Systems [mail](#) | [help](#) | [search](#) | [home](#)

Welcome RUTH

system administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [User Maintenance](#)

systems

- [Active Partners Performance System \(APPS\)](#)
- [Enterprise Income Verification \(EIV\)](#)
- [Financial Assessment Submission - PHA \(FASPHA\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Lender Assessment Subsystem \(LASS\)](#)
- [Line of Credit Control System \(eLOCCS\)](#)

User Login

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 6.0 browser. Internet Explorer 5.0 browser is supported for all processing systems except ARAMS. Other browsers may not be compatible with this software.

Figure 4-3. User Login Warning Screen

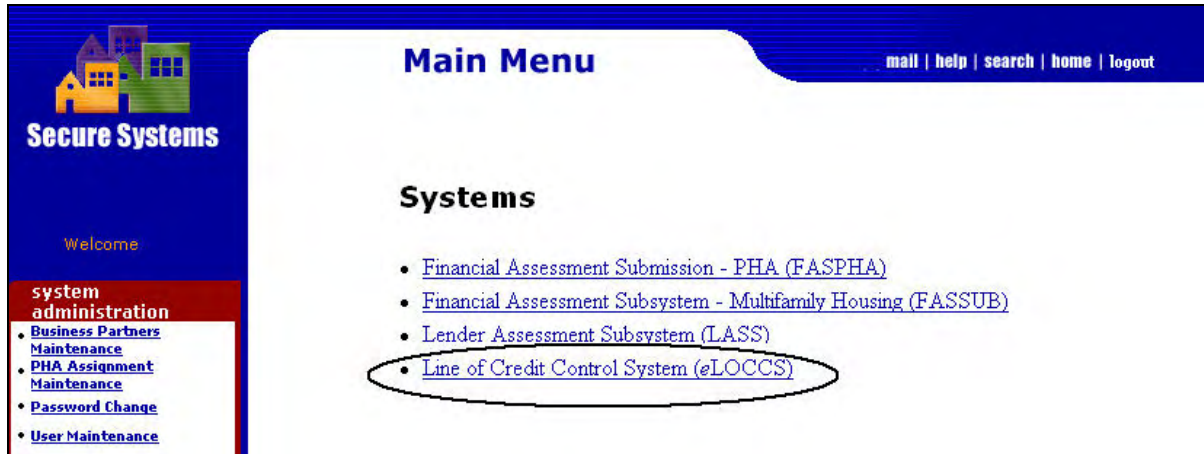


Figure 4-4. Secure Systems Main Menu Screen

The next screen to display is the eLOCCS Log In screen (Figure 4-5), which requires the user to have previously obtained a LOCCS User ID and password (see Section 2.2). After filling the required fields, the user clicks the Log In button.

Figure 4-5. eLOCCS Log In Screen

4.1 S236

After providing the LOCCS User ID and password and clicking the Log In button, the LOCCS Authorizations screen (Figure 4-6) appears, showing the Program Area, Program Area Name, Authorization, and Service Provider Tax ID number. This is the information mapped to your LOCCS ID and submitted on the HUD-27054 (Section 2.2.1). To continue, the user should click on the S236 hyperlink.

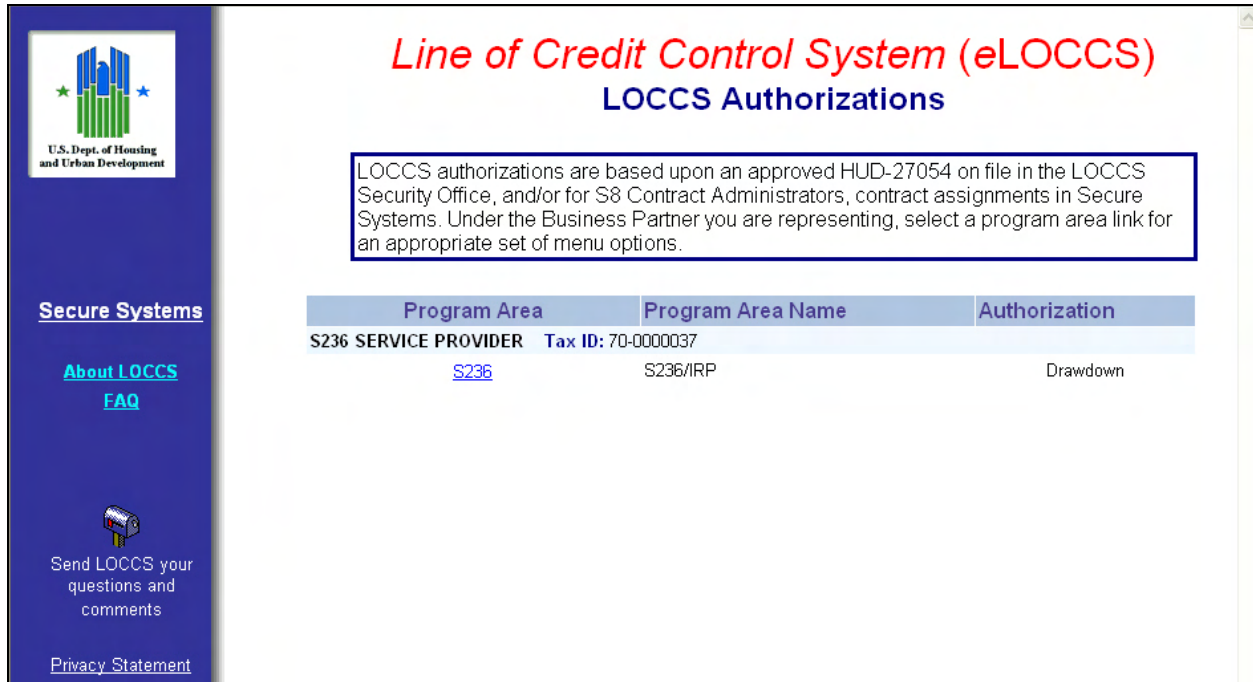


Figure 4-6. eLOCCS Authorizations Screen

An Information screen (Figure 4-7) will appear if the primary email address for the user's organization has not been provided. Execute the necessary steps, and then click OK. The eLOCCS S236 Service Provider Main Menu screen (Figure 4-8) displays. Further information on eLOCCS emails is in Section 4.2.3.

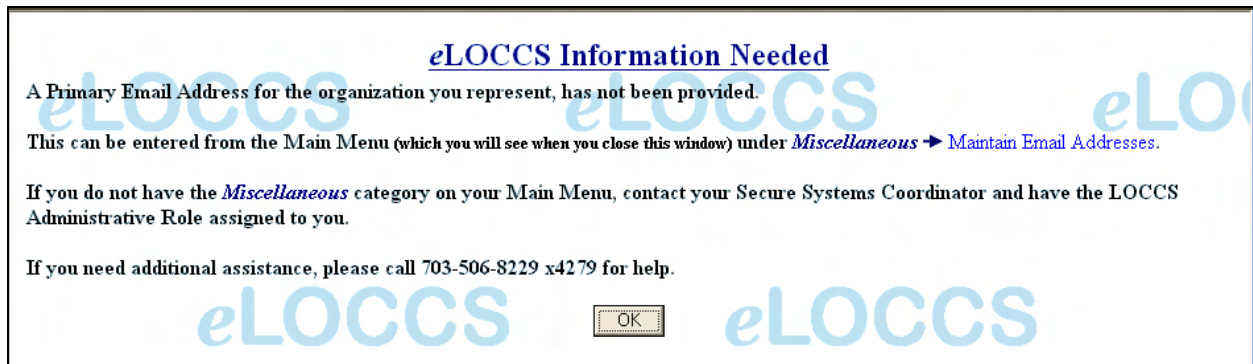


Figure 4-7. eLOCCS Information Screen

4.2 Main Menu Options

A variety of information is available through eLOCCS; but, depending upon a user's program area authority, menu options may vary. Figure 4-8 shows an example of a Main Menu page in which the Service Provider Program (S236) was selected from the eLOCCS Authorization page. The left sidebar provides the user with the following options:

Secure System – Returns the user to the Secure Systems Main Menu.

User Profile – Displays user information, roles assigned, and eLOCCS HUD-27054 authority access level.

Change Password – Every 60 days, users will be prompted by eLOCCS to change their passwords. This option allows users to change their password prior to the 60 days, which resets the password change date in eLOCCS.

About eLOCCS – Displays basic eLOCCS information, hours of operation, points of contact, etc.

FAQ – Reference to frequently asked questions.

Authorizations – Returns the user to the eLOCCS Authorization Screen.

Mailbox – Displays the eLOCCS electronic mailbox for users' questions and comments.

The Main Menu options as depicted in Figure 4-8 are described in the subsections that follow.

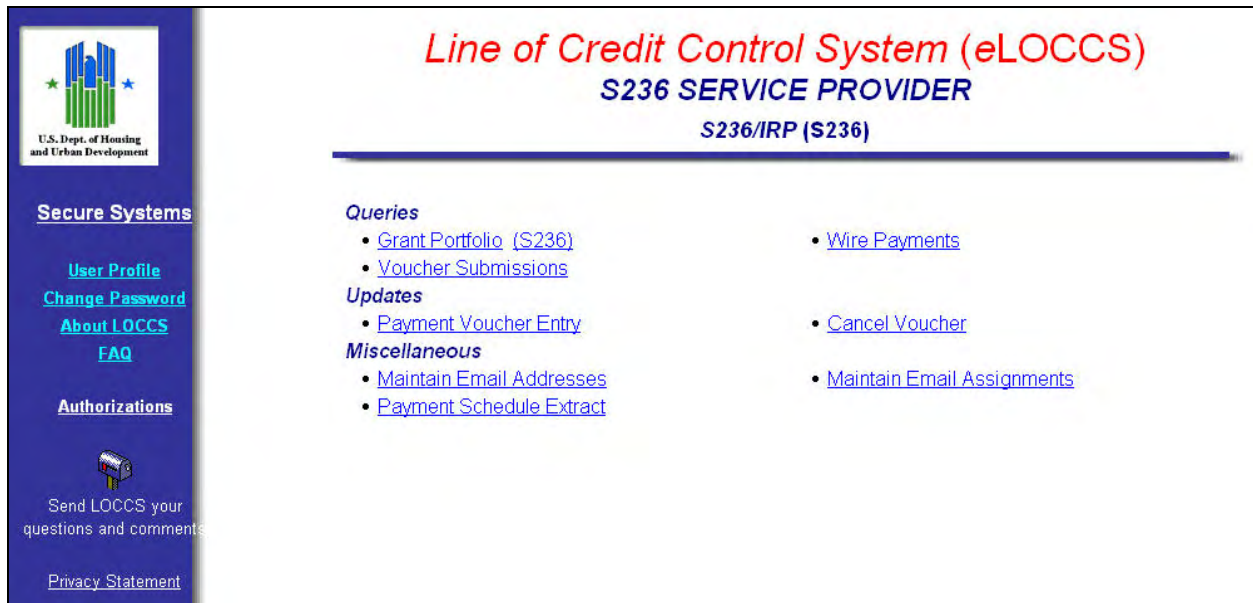


Figure 4-8. eLOCCS S236 Main Menu

As a user drills down into eLOCCS data through hyperlinks, the system tracks the path that appears on the eLOCCS navigation bar as hyperlinks. The navigation bar provides the user with a hyperlink trail for returning to a previous page. Figure 4-9 shows the navigation bar, indicating the user started at Menu > Portfolio > Project Information and ended on the Voucher Details page. To return to any of the previous pages, click the desired hyperlink on the eLOCCS navigation bar.




Figure 4-9. Navigational Trail Hyperlinks



Browsers provide a “Back” button that takes a user to a previous page. eLOCCS strongly recommends users refrain from using this button. Users should use the eLOCCS-provided navigation trail. This is especially important when performing updates. Using the browser’s “Back” button will retrieve old documents that may not reflect the LOCCS database, which is constantly changing.

4.2.1 Queries

4.2.1.1 Grant Portfolio

Under Queries, the Grant Portfolio (S236) hyperlink displays All Grants in the user’s portfolio (Figure 4-10). If the user’s organization receives funding for other than the S236 program, those grants will be listed as well. For most S236 providers, the All Grants and S236 tabs will be identical. The portfolio page offers a budget snapshot of grant information with available balance amounts including any new grants that have been assigned to the Portfolio within the past 30 days. A new icon ^{New} will be displayed next to the grant for 30 days. A lock icon  represents a suspension. Click on the grant to view the details on why it has been suspended.

In this example, clicking on Grant number 084-44126 retrieves additional information on the project with a General tab set as default. The General tab details organizational information, contract dates, and funding information specific to that project (Figure 4-11).

S236 SERVICE PROVIDER

Portfolio

[Menu](#)
[Auth](#)

Menu → Portfolio

All Grants

S236

See Grant Status

New

 New Grant

☐ Show Zero Balance Grants

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Balance	
S236/IRP						
S236	084-002NI <div>New</div>	865,503.35	104,130.20	0.00	761,373.15	
S236	084-44059 <div>New</div>	382,518.68	69,163.15	7,261.68	306,093.85	
S236	084-44066 <div>New</div>	758,114.20	121,406.33	0.00	636,707.87	
S236	084-44126 <div>New</div>	603,343.00	82,387.43	10,263.02	510,692.55	
S236	084-44150 <div>New</div>	436,735.72	51,721.14	7,361.78	377,652.80	
S236 Subtotal:		\$3,046,214.95	\$428,808.25	\$24,886.48	\$2,592,520.22	
Portfolio Totals:		Grants: 5	\$3,046,214.95	\$428,808.25	\$24,886.48	\$2,592,520.22

Figure 4-10. User's Portfolio

Project: 084-44126 (S236) S236/IRP


General Vouchers Schedule History

Project Name:	Contract Dates	Funding
S236 Service Provider Address	Original Verify: 08-27-2005	Authorized: 603,343.00
Contractual Organization: 70-0000053	Effective Date: 02-01-2004	Disbursed: 82,387.43
S236 SERVICE PROVIDER SERVICE PROVIDERS ADDRESS FAIRFAX, VA 22030-0000	Assigned: 10-01-2004	In process: 10,263.02
Payee Organization: - same as contractual-		Balance: 510,692.55
Region: 11 Office: 97		Collections: 0.00

Figure 4-11. S236 Project Information Screen (General)

The voucher tab (Figure 4-12) shows general voucher information for the particular project. The Voucher tab lists the period of each voucher, the date/time entered, voucher amount and initial load vouchers. Since Project subsidy detail payments were not maintained in eLOCCS prior to 10-01-04, payments prior to this period are reflected in an 'initial load voucher' with a voucher period of 09-30-04. Additionally, subsequent project subsidy payments from 10-01-04 through the time when the project becomes active in eLOCCS are reflected through individual initial load vouchers months. For instance, there may be one large 09-30-04 initial load voucher covering the first subsidy payment through 09-30-04 (as shown in line one), and 12 or more initial load vouchers covering 10-01-04 through 09-01-05, and possibly beyond.

Voucher numbers can be selected to retrieve descriptive information about that voucher. In this example, voucher number 100-000078 is selected and the Summary Voucher Screen is displayed (Figure 4-13). At a minimum, the Summary and Detail tab will appear for each voucher on the Voucher Details page (Figure 4-14). Vouchers contain projects that have been submitted for payment. See Section 4.2.2.1 on submitting a voucher. Clicking on the Detail tab provides a Detail Voucher screen (Figure 4-14) that lists all vouchers that have been accepted and/or rejected. A Rejects tab will appear if there are any projects submitted in the voucher that have been rejected or canceled by eLOCCS. Click the Rejects tab to view Project Numbers that have been rejected from the voucher and the reason for the rejection.



S236 SERVICE PROVIDER

Project Information

[Menu](#)
[Auth](#)
[Log Off](#)
[Bottom](#)

Menu → Portfolio → Project Information

Project: 084-44126 (S236) S236/IRP

General

Vouchers


Schedule

History

☒ Paid
☐ Awaiting Payment

		Voucher Period	Entered	Amount	Voucher No
1)	<input checked="" type="checkbox"/>	09-2004 (Initial Load)	08-27-2005 12:18	41,240.96	100-000001
2)	<input checked="" type="checkbox"/>	10-2004 (Initial Load)	08-27-2005 12:44	5,155.12	100-000002
3)	<input checked="" type="checkbox"/>	11-2004 (Initial Load)	08-27-2005 01:14	5,155.12	100-000003
4)	<input checked="" type="checkbox"/>	12-2004 (Initial Load)	08-27-2005 01:42	5,155.12	100-000004
5)	<input checked="" type="checkbox"/>	01-2005 (Initial Load)	08-27-2005 02:13	5,155.07	100-000005
6)	<input checked="" type="checkbox"/>	02-2005 (Initial Load)	08-27-2005 02:43	5,131.51	100-000006
7)	<input checked="" type="checkbox"/>	03-2005 (Initial Load)	08-27-2005 03:10	5,131.51	100-000007
8)	<input checked="" type="checkbox"/>	04-2005 (Initial Load)	08-27-2005 03:36	5,131.51	100-000008
9)	<input checked="" type="checkbox"/>	07-2005 (Initial Load)	08-27-2005 04:42	5,131.51	100-000011
10)	<input type="checkbox"/>	09-2005	08-31-2005 12:46	5,131.51	100-000069
11)	<input type="checkbox"/>	08-2005	09-12-2005 04:03	5,131.51	100-000078

Figure 4-12. Voucher Tab Screen



S236 SERVICE PROVIDER

Voucher Details

[Menu](#)
[Auth](#)
[Log Off](#)
[Bottom](#)

Menu → Portfolio → Project Information → Voucher Details


Voucher: 100-000078 (S236) S236/IRP

Summary

Detail

Voucher No:	100-000078	Submitted by:	John Smith		
		on:	09-12-2005 at 04:03 PM		
Period:	08-2005	Import File:	c:\inetpub\wwwroot\eloccs\ftp\700000053095.txt		
Amount:	\$12,443.24		Count:	Amount:	
Status:	WAITING	Submitted:	3	\$ 12,443.24	
		Accepted:	3	\$ 12,443.24	
		Rejected:	0	\$ 0.00	

Figure 4-13. Voucher Summary Screen



S236 SERVICE PROVIDER

Voucher Details

[Menu](#)
[Auth](#)
[Log Off](#)
[Bottom](#)

Menu → Portfolio → Project Information → Voucher Details

Voucher: 100-000078 (S236) S236/IRP

Summary

Detail

✓ Accepted

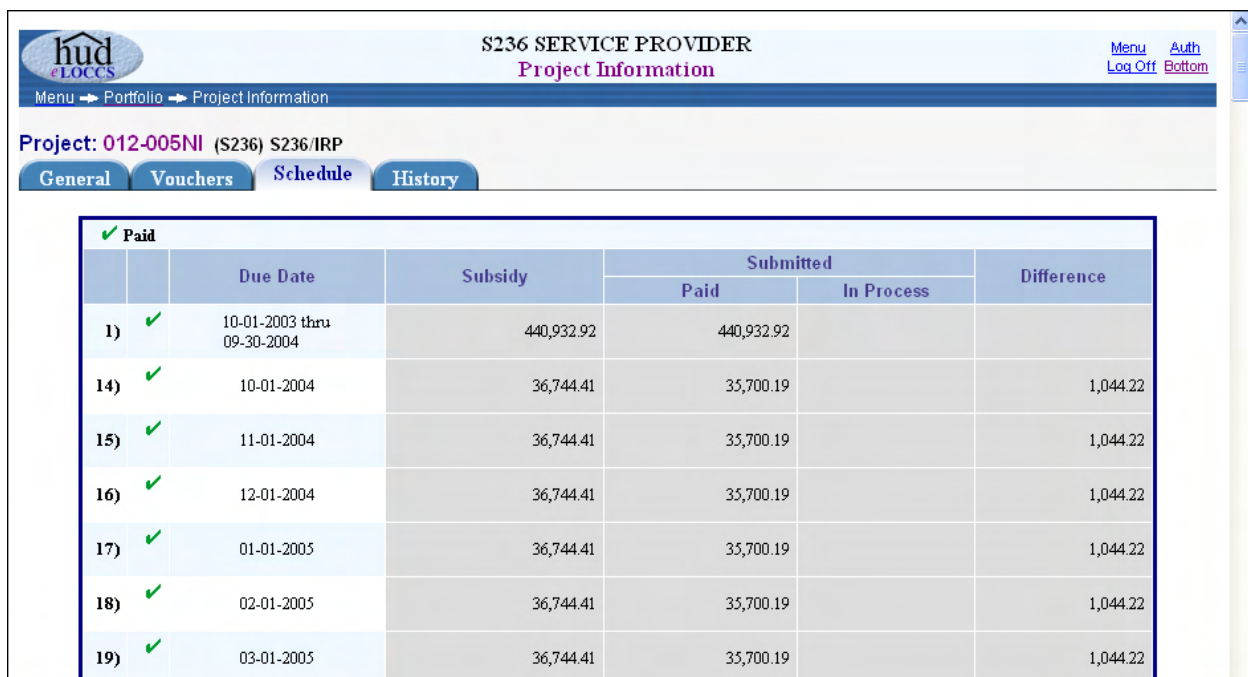
		Project No.	Amount	Remarks
1)	✓	084-44059	3,630.84	
2)	✓	084-44126	5,131.51	
3)	✓	084-44150	3,680.89	

Figure 4-14. Voucher Detail Screen

The Schedule tab from the Project Information page (Figure 4-11) shows a monthly breakdown of each subsidy's due date, total amount, payments submitted (paid or in process), and any difference between the subsidy amount and the payment for a specific grant.

In line 1, the Schedule screen (Figure 4-15) shows a collapsed range of voucher period dates to reflect one subsidy payment amount. As mentioned previously, this is part of the initial loading process of project subsidy payments dates from 10-01-03 through 09-30-04, since project subsidy payments were not in eLOCCS prior to 10-01-04. Also, subsequent project subsidy payments from 10-01-04 through the time when the project becomes active in eLOCCS are reflected through individual initial monthly load vouchers.

The amounts in the 'In Process' column display project subsidy payment requests that have been submitted and accepted by eLOCCS, but not paid. A payment cycle is performed each night by LOCCS, selecting payments 2 business days prior to their scheduled payment due date. Payments for that period are packaged and sent to Treasury for deposit in the recipient's bank account on the payment due date, unless the payment due date falls on a weekend or banking holiday. In that case, the deposit is scheduled for the next banking day following the payment due date. The 'Paid' amounts column signifies project subsidy payments that have been sent from HUD to Treasury for payment.



✓ Paid		Due Date	Subsidy	Submitted		Difference
				Paid	In Process	
1)	✓	10-01-2003 thru 09-30-2004	440,932.92	440,932.92		
14)	✓	10-01-2004	36,744.41	35,700.19		1,044.22
15)	✓	11-01-2004	36,744.41	35,700.19		1,044.22
16)	✓	12-01-2004	36,744.41	35,700.19		1,044.22
17)	✓	01-01-2005	36,744.41	35,700.19		1,044.22
18)	✓	02-01-2005	36,744.41	35,700.19		1,044.22
19)	✓	03-01-2005	36,744.41	35,700.19		1,044.22

Figure 4-15. Schedule Screen

The History tab (Figure 4-16) provides project information regarding the event, date and responsible party, any additional remarks, and references for a specific grant.

S236 SERVICE PROVIDER

Project Information

[Menu](#) [Auth](#)
[Log Off](#) [Bottom](#)

[Menu](#) → [Portfolio](#) → [Project Information](#)

Project: 012-005NI (S236) S236/IRP

[General](#)

[Vouchers](#)

[Schedule](#)

[History](#)

	Event	Date/Who	Remarks	Reference
1)	Assignment	08-16-2005 08:42 AM IRPLD	to AMERICAN PROPERTY FINANCING (700000037) Eff: 2004-10-01	3195966
2)	New Schedule	08-16-2005 08:42 AM IRPLD		3195967
3)	Voucher	08-18-2005 06:56 AM IRPL4	Voucher: 100-000012 Period: 05-2005 Amt: 35,700.19 (Accepted)	3202489
4)	Voucher	08-18-2005 07:31 AM IRPL4	Voucher: 100-000013 Period: 09-2004 Amt: 440,932.92 (Accepted)	3202490
5)	Voucher	08-18-2005 08:18 AM IRPL4	Voucher: 100-000014 Period: 10-2004 Amt: 35,700.19 (Accepted)	3202491
6)	Voucher	08-18-2005 08:37 AM IRPL4	Voucher: 100-000015 Period: 11-2004 Amt: 35,700.19 (Accepted)	3202492
7)	Voucher	08-18-2005 08:56 AM IRPL4	Voucher: 100-000016 Period: 12-2004 Amt: 35,700.19 (Accepted)	3202493
8)	Voucher	08-18-2005 09:14 AM IRPL4	Voucher: 100-000017 Period: 01-2005 Amt: 35,700.19 (Accepted)	3202494
9)	Voucher	08-18-2005 09:31 AM IRPL4	Voucher: 100-000018 Period: 02-2005 Amt: 35,700.19 (Accepted)	3202495
10)	Voucher	08-18-2005 09:47 AM IRPL4	Voucher: 100-000019 Period: 03-2005 Amt: 35,700.19 (Accepted)	3202496
11)	Voucher	08-18-2005 10:06 AM IRPL4	Voucher: 100-000020 Period: 04-2005 Amt: 35,700.19 (Accepted)	3202497

Figure 4-16. History Screen

4.2.1.2 Wire Payments

The Wire Payments option displays daily summaries of all Wire/Check payments made to the Business Partner. Click on the 'No of Payments' column in Figure 4-17 to view the Wire Payments Detail page (Figure 4-18). The LOCCS voucher disbursements made on the Payment Cycle Date also appear on this page. Click on the voucher number to retrieve general information about the voucher.



S236 SERVICE PROVIDER

Wire/Check Payments


[Menu](#)
[Log Off](#)

Menu → Wire/Check Payments

*Note: Actual deposit date may vary by individual bank.

	LOCCS Payment Cycle	No of Payments	Amount	Treasury Schedule Number	* Estimated Deposit Date
1)	Tue 08-30-2005	2	89,933.58	LH2225	Wed 08-31-2005

Figure 4-17. Wire/Check Payments



S236 SERVICE PROVIDER

Wire Payments Detail

[Menu](#)
[Auth](#)

[Log Off](#)
[Bottom](#)

Menu → Wire/Check Payments → Wire Payments Detail

Treasury Schedule: LH2225

LOCCS Processed: 08-30-2005 10:52:35

	Program Area	Grant	Voucher	Amount
1)	S236	n/a	100-000022	44,923.74
2)	S236	n/a	100-000015	45,009.84
Total:				89,933.58

Figure 4-18. Wire Payments Detail

4.2.1.3 Voucher Submissions

The Voucher Submissions option displays a snapshot of vouchers that have been accepted and/or rejected by eLOCCS (Figure 4-19). Click on the voucher number hyperlink to retrieve descriptive information about that specific voucher.



S236 SERVICE PROVIDER

Voucher Submissions

[Menu](#)
[Auth](#)

[Log Off](#)
[Bottom](#)

Menu → Voucher Submissions

<div> <div>  <div>Awaiting Payment</div> </div> <table> <tr> <th></th> <th></th> <th>Voucher No.</th> <th>Period</th> <th>Submitted</th> <th>Amount</th> <th>Submitted Count</th> <th>Accepted Count</th> <th>Remarks</th> </tr> <tr> <td>1)</td> <td>  </td> <td>100-000078</td> <td>08-2005</td> <td>09-12-2005</td> <td>12,443.24</td> <td>3</td> <td>3</td> <td></td> </tr> </table> </div>											Voucher No.	Period	Submitted	Amount	Submitted Count	Accepted Count	Remarks	1)		100-000078	08-2005	09-12-2005	12,443.24	3	3	
		Voucher No.	Period	Submitted	Amount	Submitted Count	Accepted Count	Remarks																		
1)		100-000078	08-2005	09-12-2005	12,443.24	3	3																			

Figure 4-19. Voucher Submissions Screen

4.2.2 Updates

4.2.2.1 Submitting a Voucher

eLOCCS provides Service Providers the ability to submit a single voucher containing individual subsidy requests for each of their S236 projects in their portfolio. The individual project subsidy amounts must be imported into the voucher process from an external tab-delimited file containing three columns:

- Voucher Period (MM-YYYY)
- HUD Project number
- Payment Amount Request

Whether Service Providers have one project in their portfolio or 1,000, the voucher detail must be contained in an external tab-delimited file. Accepted project payments will be summed up, and a single wire transfer to the Service Provider will be made that is payable on the 1st of the month of the submitted voucher period. If the 1st falls on a weekend or banking holiday, LOCCS will schedule payment for deposit the first business day following the 1st of the month. If the voucher request is for a past subsidy voucher period, payment will be made that night in LOCCS for a scheduled deposit in 2 business days.

It is up to Service Providers to create the external tab-delimited file by whatever method is available to them. Whether manually created or created through their accounting software, as long as the three columns are defined and delimited by a tab character, eLOCCS will accept the file. Although not required by HUD, it is recommended that the file name be unique each month for tracking purposes. Section 4.2.2.2 provides an example of how to manually create the file using Microsoft Excel.



For service providers submitting a voucher for HUD-Held properties, the local file name must be in [yyyymm-#####.txt] format, where ##### is an 8 digit SF-1081 number. eLOCCS utilizes this file name format to extract the SF-1081 number and generate appropriate HUD accounting transactions. A reminder message will appear if the file name is not in the specified format (Figure 4-26).

4.2.2.2 Manually Creating a Tab-Delimited File

Most spreadsheet applications such as Microsoft Excel can be used to create this file. Figure 4-20 is an example of a tab-delimited payment file containing the three data columns created in Excel. Below are tips for creating the file.

08-2005	012005NI	44.41
08-2005	012031NI	37.80
08-2005	012167NI	19.08
08-2005	013440NI	32.00

Figure 4-20. Tab De-Limited Payment File



Tips for Creating a Tab-Delimited Text File from Microsoft Excel

- Format the three column headings in a blank Excel spreadsheet prior to entering any data. Column 'A' will be for entering voucher period date, Column 'B' the HUD project number and Column 'C' payment requests.
- Columns 'A' and 'B' must have a text format. Highlight both columns and right click to view the list of options. Choose 'Format Cells' and then select 'Text' from the list under the 'Number' category tab. Click 'OK' (Figure 4-21.) This allows the voucher period date column to have the 'mm-yyyy' format as well as set column data.
- Column 'C', the payment amount request column, must have a number format. Highlight column 'C' and right click to access the 'Format Cells' options. Select 'Number' under the 'Number' category list tab and select '2' to specify 'Decimal places'. Click 'OK' (Figure 4-22).
- Enter all project subsidy information in their respective data columns.
- Verify file before converting.

- To convert the Microsoft Excel to a tab-delimited file, save the Excel File as 'Text (Tab delimited)' under 'Save as type' and choose the desired 'Save in' directory, Figure 4-23. Enter a local file name.
- For a HUD-Held voucher, the local file name must be in [yyyy-mm-#####.txt] format when converting, where ##### is an 8 digit 1081 number (Figure 4-26).
- Since the selected file does not support multiple sheets, click 'OK' if prompted (Figure 4-24).
- You may see a prompt alert that the file may contain features not compatible with the text file. Click 'Yes' to keep work in this format (Figure 4-25). As a result, a tab-delimited file (Figure 4-20) is created and saved from the original Excel spreadsheet file.
- It is important to note that when exiting the Excel file, select 'No' to save changes since the file has already been saved. This will prevent the duplication of saving the file and closing out the window prompts mentioned above.

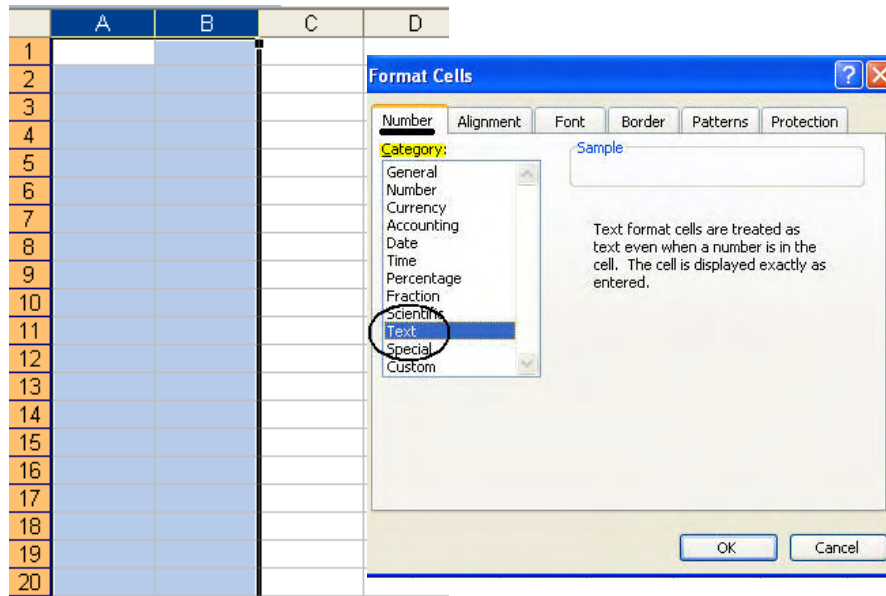


Figure 4-21. Format Excel Spreadsheet for Columns 'A' and 'B'

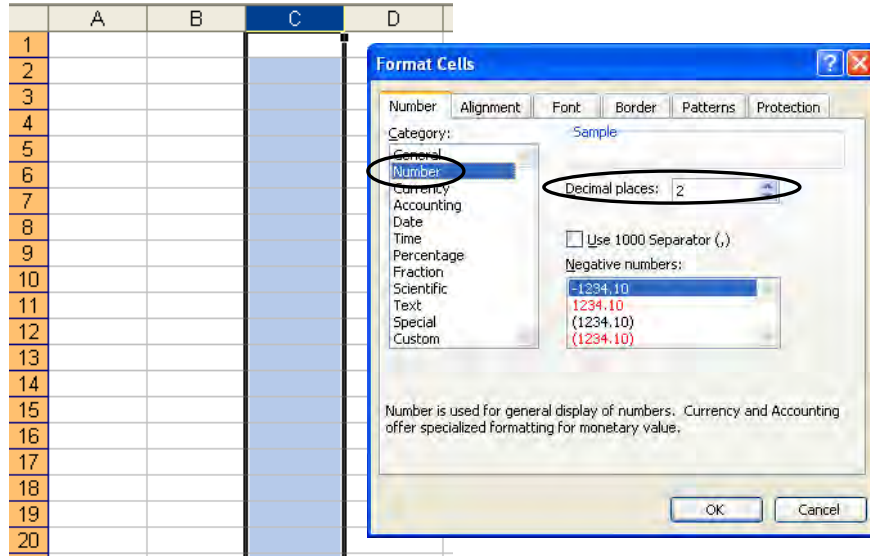


Figure 4-22. Format Excel Spreadsheet for Column 'C'

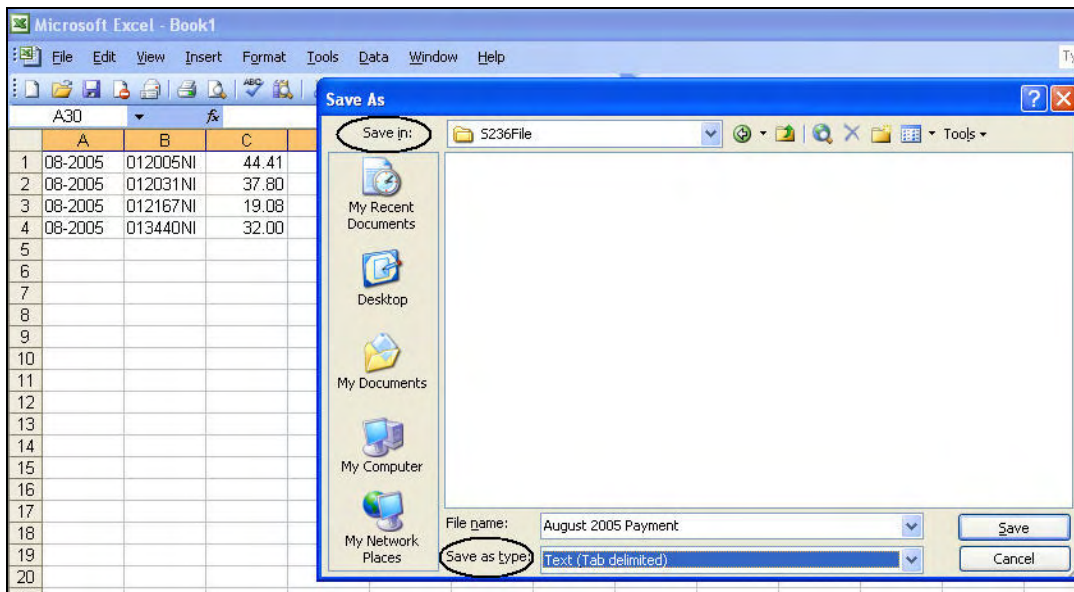


Figure 4-23. Save Excel File as 'Tab delimited'

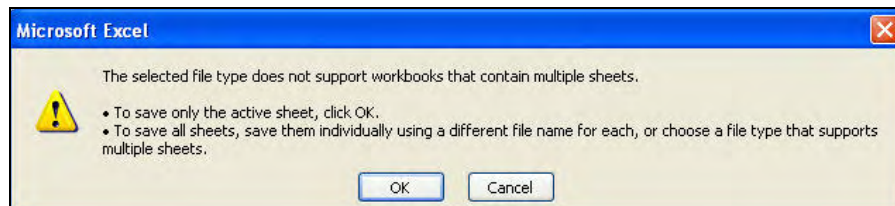


Figure 4-24. Save Only the Active Sheet

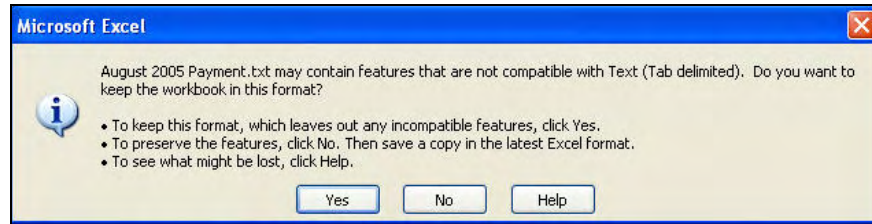


Figure 4-25. Click 'Yes' to Keep This Format

Figure 4-26 illustrates a reminder message for HUD-Held vouchers regarding the local file name format.

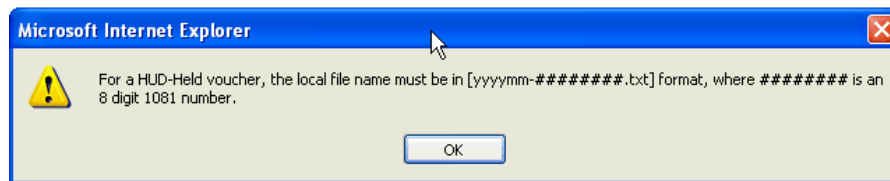


Figure 4-26. Local File Name Format for a HUD-Held Voucher

4.2.2.3 Payment Voucher Entry

Once a tab-delimited file has been prepared as described above, the voucher draw process can begin. From the eLOCCS Main Menu, select the Payment Voucher Entry hyperlink which will display a Payment Voucher Selection page (Figure 4-27). Simply mark the desired check box next to the grant and click the submit button.



It is worth noting, that LOCCS makes disbursements for the majority of HUD's grant, subsidy, and loan programs, with many programs having unique processing and/or disbursement requirements. Many screens in eLOCCS are generic in order to handle the diverse requirements, and the Payment Voucher Selection screen is one of them. Depending on the users authorizations and the number of HUD programs the organization participates in, the Payment Voucher Selection screen will display all the available grants/subsidy/loans across all the available HUD programs for that organization. This is why the headings on the screen show Grant No., Authorized, Disbursed, and Balance. Most Service Providers will not receive any other payments from LOCCS other than the S236 Program, which is why there probably will only be one entry in the voucher selection. With most HUD programs, the organization makes its request at a grant level, specifying the grant and program from which it wishes to perform a drawdown. Since the S236 program essentially submits a single voucher for the "portfolio," there is simply a check box for the S236 program indicating the user wants to begin S236 draw process.

Menu → Voucher Selection

Have your HUD-50080 payment voucher form(s) prefilled, in the order of selection. Mark the checkbox next to each grant you are requesting a payment, and click the submit button.

Program Area	Grant No.	Authorized	Disbursed	Payments in Process	Available Grant Balance
S236/IRP					
S236		<input type="checkbox"/>			Interest Reduction Payments

Submit Reset Cancel

[Back to Top](#) [Help](#)

Figure 4-27. Payment Voucher Selection

The Voucher Entry page will be displayed (Figure 4-28) with two required fields: (1) a Voucher Period using the 'mm-yyyy' date format and (2) the expected tab-delimited payment file containing the Service Provider's project information request for payment. Service Providers must prepare this payment file off-line in a tab-delimited format described in Section 4.2.2.1. Enter the Voucher Period and then click on the Browse button to locate the file from your network (Figure 4-29). Select the tab-delimited file and click open.

The imported file (Figure 4-30) can be viewed for confirmation by clicking 'View File' button. (**Note:** If you are prompted with 'Do you want to open or save this file?', click the open button to view.) Click on the 'File Upload' button when ready to import and begin eLOCCS payment file processing.

Menu → Voucher Selection → Voucher Entry

Enter the Voucher Period and local tab delimited file containing the project information. View File to confirm the correct file has been selected and click File Upload for a Pre-edit of this file.

Voucher Period (mm-yyyy):

Local file to import: [Browse...](#)

[File Upload](#) [View File](#)

Figure 4-28. Voucher Entry

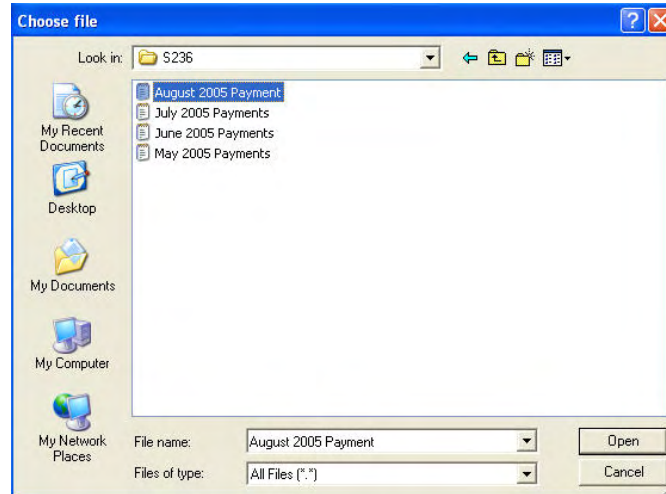


Figure 4-29. Network of Files

Z:\August 2005 Payment.txt - Microsoft Internet Explorer			
08-2005	012005NI	44.41	
08-2005	012031NI	37.80	
08-2005	012167NI	19.08	
08-2005	013440NI	32.00	

Figure 4-30. View of Imported File

eLOCCS has two file processing stages that the payment file will pass through before a payment voucher request is made: The **pre-edit of the payment file** and the **final processing of the payment file**. The processing stages are detailed in subsections below.

4.2.2.3.1 Stage I - Pre-Edit of Voucher Payment File

After selecting the File Upload button, eLOCCS initially performs a pre-edit on the payment file before final submission for processing. The primary purpose of the pre-edit phase is to validate that the file selected is in the correct format and that all the requested payments in the file are for the specified voucher period from the Voucher Entry screen. Subsidy periods cannot be mixed in the same request file. If there is a need to request subsidy payments for 2 months at the same time, two vouchers must be entered with two separate tab-delimited files imported. Also, a voucher cannot be submitted for a period that is more than 1 month in the future. For example, a '12-2005' voucher cannot be submitted prior to '11-01-2005'.

The pre-edit phase also provides the final opportunity to visually validate the file that was selected. eLOCCS will sum the subsidy amounts in the file and provide a count of the projects being requested. Along with the voucher summary tab, a detail tab will display the detail project information.

There are two possible Payment Voucher pre-edit outcomes returned by eLOCCS – either the pre-edit was successful or it was not. If any pre-edit errors are detected, eLOCCS will not allow final submission of the voucher. The errors in the file must be corrected outside of eLOCCS and re-imported for pre-edit processing again. Upon a successful pre-edit phase, eLOCCS will display a 'Submit' button which will submit the voucher for final LOCCS processing. Figure 4-31 and Figure 4-32 illustrate a successful pre-edit phase, and Figure 4-33 and Figure 4-34 show a failed pre-edit scenario.

Successful Pre-Edit Payment File

After a successful pre-edit of the payment file, a Summary tab of the S236/IRP Payment voucher will be displayed indicating that the pre-editing of the file was successful. Figure 4-31 illustrates a payment voucher request of \$476,918.34 for 11 projects. A View Data tab is available to view all the projects in the file (Figure 4-32).

The screenshot displays the 'S236 SERVICE PROVIDER Voucher Entry' form. At the top, there is a navigation bar with 'Menu', 'Voucher Selection', and 'Voucher Entry'. Below this, a 'Summary' tab is selected, and a 'View Data' tab is also visible. The form header includes the HUD logo and the text 'eLOCCS S236/IRP Payment Voucher'. The U.S. Department of Housing and Urban Development, Office of Housing, is identified as the issuing agency.


A public reporting burden notice is present, followed by a statement from HUD regarding the Line of Credit Control System/Voice Response System (LOCCS/VRS). The form contains several fields for data entry, including Voucher Number (100), LOCCS Pgm Area (S236), Payment Period (08-2005), Voice Response No. (n/a), Grantee Organization (S236 SERVICE PROVIDER), Grant or Project No. (n/a), and Grantee Organization TIN (70-0000037).

The 'Import File' section shows the file path 'c:\inetpub\wwwroot\eloccs\ftp\700000037085_1_SYM'. Below this, a table displays the 'Number of Projects' as 11 and the 'Amount' as \$ 476,918.34. A certification statement follows, affirming the accuracy of the data and funds requested.

Fields for '11. Name & Phone Number of Person completing this form' (User Name), '12. Name & Title of Authorized Signatory', '13. Signature', and '14. Date of Request' (08-22-2005) are provided. A warning and privacy statement are included at the bottom of the form, along with the form number HUD-50080-S236-a (4/2000).

At the bottom of the form, a message states: 'The Pre-Editing of this file was successful. Please verify the Number of Projects and Amount are correct. Then select the Submit button for final processing.' Below this message are 'Submit' and 'Cancel' buttons.

Figure 4-31. Voucher Entry – Pre-Editing



S236 SERVICE PROVIDER

Voucher Entry

[Menu](#)
[Auth](#)

Menu → Voucher Selection → Voucher Entry

Summary

View Data

Data File Line No.	Period	Project No.	Amount
1	08-2005	012005NI	36,744.41
2	08-2005	012031NI	75,637.83
3	08-2005	012105NI	71,819.08
4	08-2005	012167NI	133,232.58
5	08-2005	012168NI	76,747.00
6	08-2005	01344014	16,586.05
7	08-2005	01444034	18,931.46
8	08-2005	04344064	17,460.39
9	08-2005	04344077	16,390.03
10	08-2005	05144043	8,617.99
11	08-2005	13644117	4,751.52
Total:			476,918.34

Figure 4-32. View Data Screen

Unsuccessful Pre-Edit Payment File

If the file pre-edit payment file was unsuccessful, a Payment Voucher page (Figure 4-33) with a 'Stop Sign' and message will appear, indicating that there were pre-edit errors during the file pre-edit process. Click on the Pre-Edit errors tab for a description of the errors. The errors are noted in the Remarks section of Figure 4-34.

In this example (Figure 4-33 and Figure 4-34), the user entered a voucher payment period of '09-2005' on the initial Voucher Entry page. However, the payment voucher period on the imported file is '08-2005'. Users should verify information so that both period dates correspond and then re-import for processing.

Summary **Pre-Edit**

eLOCCS
S236 S236/IRP
Payment Voucher

**U.S. Department of Housing
and Urban Development**
Office of Housing

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.


1. Voucher Number 100 *****	2. LOCCS Prgm Area S236	3. Payment Period 09-2005	4
5. Voice Response No. n/a	6. Grantee Organization S236 SERVICE PROVIDER		
8. Grant or Project No. n/a	8a. Grantee Organization TIN 70-0000037		
Import File:		c:\inetpub\wwwroot\eloccs\ftp\700000037085._SYM	
Number of Projects:		11	
		You cannot submit this voucher because of pre-edit errors in the import data file. Click on the Pre-edit Errors tab for a description of these errors. Make changes to the data file and re-import for processing.	

Figure 4-33. Payment Voucher Page Noting Pre-edit Errors

Summary **Pre-Edit**

Data File Line No.	Period	Project No.	Amount	Remarks
1	08-2005	012005NI	36,744.41	period 09-2005 required or incorrectly entered
2	08-2005	012031NI	75,637.83	period 09-2005 required or incorrectly entered
3	08-2005	012105NI	71,819.08	period 09-2005 required or incorrectly entered
4	08-2005	012167NI	133,232.58	period 09-2005 required or incorrectly entered
5	08-2005	012168NI	76,747.00	period 09-2005 required or incorrectly entered

Figure 4-34. Pre-Edit Errors Page with Remarks

4.2.2.3.2 Stage 2 - Final Processing of Payment File

Once a payment voucher has successfully passed the pre-edit stage, the voucher is ready to be submitted for final processing/validation stage. Click 'Submit' on the Voucher Entry page, Figure 4-31.

eLOCCS will validate the projects submitted to confirm that they are a payment of record to the Service Provider. eLOCCS also validates that the project amount requested does not exceed the cumulative authorized project's payment scheduled amount for that period.




For files that contain large number of projects, for example, 200 or more records, eLOCCS will confirm the receipt and acceptance of this voucher only. Because of the number of projects in this request, processing will be scheduled off-line. You will be notified via email of the final processing outcome once eLOCCS processing has completed.

There are three possible voucher outcomes returned by eLOCCS after a payment voucher has been submitted for final processing.

- Approved Voucher Page – eLOCCS approved all projects for payment.
- Rejected Voucher Page - eLOCCS rejected all projects for payment.
- Approved/Rejected Combination – eLOCCS approved/rejected projects for payment.

In the first outcome, Figure 4-35, eLOCCS has accepted and approved all 11 projects for one total voucher payment of \$476,918.34 to the Service Provider. The estimated deposit date on which funds will be wired appears at the bottom of the Voucher Entry form. To view the project payment information, click on the View Data tab.



S236 SERVICE PROVIDER
Voucher Entry

[Menu](#) [Auth](#)
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[Menu](#) → [Voucher Selection](#) → [Voucher Entry](#)

Summary

View Data

eLOCCS
S236 S236/IRP
Payment Voucher

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

**U.S. Department of Housing
and Urban Development**

1. Voucher Number 100-000054	2. LOCCS Prgm Area S236	3. Payment Period 08-2005	4.
5. Voice Response No. n/a	6. Grantee Organization S236 SERVICE PROVIDER		
8. Grant or Project No. n/a	6a. Grantee Organization TIN 70-0000037		

	Count:	Amount:
Submitted:	11	\$ 476,918.34
Accepted:	11	\$ 476,918.34
Rejected:	0	\$ 0.00

Import File: **c:\inetpub\wwwroot\eloccs\ftp\700000037085_ _SYM**

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory	
User Name	13. Signature	14. Date of Request 08-22-2005

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-S236-a (4/2000)

This Payment Voucher was APPROVED...

A payment of \$476,918.34 should be deposited in your account on Wednesday August 24, 2005 . Please print this voucher, and retain for your records.

Figure 4-35. Approved Voucher Entry Form

In the second outcome, Figure 4-36, eLOCCS has rejected and canceled all 11 projects for payment to the Service Provider. Click on the Errors tab to view a description (Figure 4-37) of errors eLOCCS found. The remarks column in Figure 4-37 indicates that all projects were rejected because there were invalid project numbers.



S236 SERVICE PROVIDER
Voucher Entry

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[Menu](#) → [Voucher Selection](#) → [Voucher Entry](#)

Summary

Errors

eLOCCS
S236 S236/IRP
Payment Voucher

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the disbursement process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

**U.S. Department of Housing
and Urban Development**

1. Voucher Number 100-000116	2. LOCCS Pgm Area S236	3. Payment Period 08-2005	4.
5. Voice Response No. n/a	6. Grantee Organization S236 SERVICE PROVIDER		
8. Grant or Project No. n/a	8a. Grantee Organization TIN 70-0000037		

	Count:	Amount:
Submitted:	11	\$ 476,918.34
Accepted:		\$ 0.00
Rejected:	11	\$ 476,918.34

Import File: **c:\inetpub\wwwroot\eloccs\ftp\Augallwrong proj.txt**

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory	
User Name	13. Signature	14. Date of Request 08-26-2005

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802).

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

form HUD-50080-S236-a (4/2000)

This Payment Voucher was not accepted and has been **CANCELED...**

Errors were found in the submission and all project requests were rejected. This has resulted in the voucher being automatically canceled.

Figure 4-36. Canceled Voucher Entry Summary


S236 SERVICE PROVIDER				
Voucher Entry				
Menu → Voucher Selection → Voucher Entry				
Menu Auth Log Off Bottom				
Summary Errors				
Data File Line No.	Period	Project No.	Amount	Remarks
1	08-2005	see remarks	36,744.41	Project 012005Nv does not exist
2	08-2005	see remarks	75,637.83	Project 012031Nv does not exist
3	08-2005	see remarks	71,819.08	Project 012105Nv does not exist
4	08-2005	see remarks	133,232.58	Project 012167Nv does not exist
5	08-2005	see remarks	76,747.00	Project 012168Nv does not exist
6	08-2005	see remarks	16,586.05	Project 0134401v does not exist
7	08-2005	see remarks	18,931.46	Project 0144403v does not exist
8	08-2005	see remarks	17,460.39	Project 0434406v does not exist
9	08-2005	see remarks	16,390.03	Project 0434407v does not exist
10	08-2005	see remarks	8,617.99	Project 0514404v does not exist
11	08-2005	see remarks	4,751.52	Project 1364411v does not exist

Figure 4-37. Voucher Entry Errors Screen

In the third outcome, Figure 4-38, there were 11 projects submitted. eLOCCS accepted/approved 10 projects for payment and rejected/canceled 1 project. Click on the Errors tab to view errors (Figure 4-39). The Remarks column indicates that Project 012005NI has been rejected because the cumulative request of \$36,888.41 exceeds the subsidy of \$36,744.41 scheduled for that period.



Multiple subsidy requests for the same project and period will be accepted by LOCCS as long as the cumulative requests do not exceed the subsidy amount.



S236 SERVICE PROVIDER
Voucher Entry

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Summary
Errors

eLOCCS
S236 S236/IRP
Payment Voucher

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

**U.S. Department of Housing
and Urban Development**

1. Voucher Number 100-000078	2. LOCCS Pgrm Area S236	3. Payment Period 08-2005	
5. Voice Response No. n/a	6. Grantee Organization S236 SERVICE PROVIDER		
8. Grant or Project No. n/a	6a. Grantee Organization TIN 70-0000037		

	Count:	Amount:
Submitted:	11	\$ 476,918.34
Accepted:	10	\$ 440,173.93
Rejected:	1	\$ 36,744.41

Import File: **c:\inetpub\wwwroot\eloccs\ftp\700000037085._SYM**

I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form	12. Name & Title of Authorized Signatory	
User Name		
	13. Signature	14. Date of Request 08-25-2005

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.; 31 U.S.C. 3729, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.


form HUD-50080-S236-a (4/2000)

This Payment Voucher was **APPROVED**, however...

Errors were found in the submission and some project requests were rejected. Click on the errors tab for a list of these projects and the error. The total amount to be paid on this voucher has automatically been reduced by the amount in these error vouchers. A payment of **\$440,173.93** should be deposited in your account on **Monday August 29, 2005**. Please print this voucher, and retain for your records.

OK

Figure 4-38. Voucher Entry with Accepted and Rejected Requests



S236 SERVICE PROVIDER
Voucher Entry

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Menu → Voucher Selection → Voucher Entry


Summary


Errors

Data File Line No.	Period	Project No.	Amount	Remarks
1	08-2005	012005NI	36,744.41	Cumulative requests of +36,888.41 exceeds the subsidy of +36,744.41 for this period

Figure 4-39. Voucher Entry Errors

4.2.2.4 Cancel Voucher


Users who have the authority to create a voucher request can cancel that request prior to LOCCS payment processing. The Cancel Voucher option is accessed from the Main Menu. When this option is selected, eLOCCS will display any outstanding unpaid vouchers that may be canceled (Figure 4-40). Select the cancel icon  under the Action Column and a list of projects for that voucher will appear (Figure 4-41). Users have the ability to cancel an entire voucher or specific projects from the voucher request. In this example, the voucher has 11 projects that can be individually selected for cancellation. After marking the desired boxes next to projects for cancellation, enter a reason, and click the Submit button (Figure 4-41). Another voucher may now be entered against the project, if needed.





S236 SERVICE PROVIDER
Cancel Voucher Selection


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Menu ➔ Voucher Selection ➔ Voucher Entry ➔ Cancel Voucher Selection

To select a voucher to cancel, click on the cancel icon 

Program Area	Grant No.	Voucher No.	Entered	Amount	Action
S236/IRP					
S236	Section 236-IRP	100-000023	08-19-2005	476,918.34	

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Figure 4-40. Cancel Voucher Selection Screen

HUD eLOCCS S236 SERVICE PROVIDER Cancel Voucher

Voucher: 100-000023 (S236) S236/IRP Period: 08.01.2005

		Project No.	Amount	Remarks
1)	<input checked="" type="checkbox"/>	012-005NI	36,744.41	
2)	<input checked="" type="checkbox"/>	012-031NI	75,637.83	
3)	<input checked="" type="checkbox"/>	012-105NI	71,819.08	
4)	<input checked="" type="checkbox"/>	012-167NI	133,232.58	
5)	<input checked="" type="checkbox"/>	012-168NI	76,747.00	
6)	<input checked="" type="checkbox"/>	013-44014	16,586.05	
7)	<input checked="" type="checkbox"/>	014-44034	18,931.46	
8)	<input checked="" type="checkbox"/>	043-44064	17,460.39	
9)	<input checked="" type="checkbox"/>	043-44077	16,390.03	
10)	<input checked="" type="checkbox"/>	051-44043	8,617.99	
11)	<input checked="" type="checkbox"/>	136-44117	4,751.52	
Total:			\$476,918.34	

Cancel reason:

Figure 4-41. Projects List on Cancel Voucher

4.2.3 Miscellaneous

4.2.3.1 Maintain Email Addresses

The Maintain Email Addresses screen allows users to add/update the primary email address for the user's organization if it has not been provided (Figure 4-42). The purpose of maintaining the primary email address is to receive notifications of HUD funding activities that impact the Business Partner projects in a portfolio. The Business Partner maintains both the email address repository list and the eLOCCS distribution of reports that each email address will receive.

To perform email address updates, users must be assigned the FHA LOCCS 'Administrator' role. See Section 2.1.2, Assigning eLOCCS application Roles in FHA Connection. This will allow the eLOCCS options, the Maintain Email Addresses, and Maintain Email Assignments to appear as hyperlinks on the eLOCCS Main Menu page.

By clicking on the Maintain Email Addresses from the Main Menu, an entry page is displayed with an upper and lower section (Figure 4-42). The upper section specifies the primary LOCCS email address for the Business Partner. This email address automatically receives all LOCCS email; no specific email assignment is necessary. For this reason, it is suggested that the primary email address be a generic email mailbox for the organization. This type of mailbox has the benefit of being accessible by multiple individuals. To update your primary email address, click the 'Update Primary' button on Figure 4-42. The 'Update Primary Email Address' screen (Figure 4-43) appears; enter the email for the organization. Users can add additional email addresses by clicking on the 'Add Additional' button on the 'Maintain Email Addresses' Screen (Figure 4-42).

hud eLOCCS S236 SERVICE PROVIDER
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Menu → Maintain Email Addresses

Use the **Update Primary** button to add/update your organizations primary email address.
Use the **Add Additional** button to add any additional email addresses. Don't forget to assign these additional addresses, to a type of email from the **Maintain Email Assignments** option on the main menu.

PRIMARY Email Address: (Primary receives ALL LOCCS Emails)

Name : AMERICAN PROPERTY FINANCING
Email :

ADDITIONAL Email Addresses: (Click the name link to modify or delete)

	Name	Email	Phone	Ext.
1)				

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Figure 4-42. Maintain Email Addresses Screen

hud eLOCCS S236 SERVICE PROVIDER
Update Primary Email Address

Menu → Maintain Email Addresses → Update Primary Email Address

UPDATE Primary Email Address:

Name : S236 SERVICE PROVIDER

Email :

Figure 4-43. Update Primary Email Address Screen

4.2.3.2 Maintain Email Assignments

The 'Maintain Email Assignments' page allows a user to map additional email addresses other than the primary email address to specific emails generated by LOCCS. A user may choose between two presentations of the mapping: (1) By Addressee and (2) By Type of Email via radio button. Figure 4-44 depicts the email user By Addressee with the type of emails selected.

Addressee	Email	Type of Email
1) David Jones	DJones@wire.com	Wire Payments Summary <input checked="" type="checkbox"/> Portfolio Action Summary <input checked="" type="checkbox"/>

Update Reset Cancel

Figure 4-44. Maintain Email Assignments By Addressee

When the presentation is 'By Type of Email', the type email (Figure 4-45) appears as a hyperlink along with users that could be assigned to the email. Clicking on a 'Type of Email' hyperlink will display a description of the email as well as a sample email.

Type of Email	Addressee	Email
1) Wire Payments Summary	David Jones	DJones@wire.com
2) Portfolio Action Summary	David Jones	DJones@wire.com

Update Reset Cancel

Figure 4-45. Maintain Email Assignments By Type

4.2.3.3 Payment Schedule Extract

This option allows users to request a payment schedule extract of all the projects currently in their portfolio. The payment schedule extract will be generated in a tab-delimited file format as an attachment to the Primary Email address, along with any additional addresses.

To perform this task, select the 'Payment Schedule Extract' link from the eLOCCS Main Menu; the email payment schedule page will be displayed (Figure 4-46). Mark the check box next to the name(s) to whom the payment schedule extract is to be delivered and click 'Submit'. By default, the primary email address will be included.

If there are additional addresses that you wish to have the email sent to, use the Maintain Email Addresses option on the Main Menu to add additional ones.

Menu Email Payment Schedule

S236 SERVICE PROVIDER [Menu](#) [Log Off](#)

Email Payment Schedule

This option allows you to request a payment schedule extract of all the projects currently in your portfolio. The schedules will be generated in a tab delimited file and emailed as an attachment to the Primary Email address, along with any additional addresses you check in the below list.

If there are additional addresses that you would like to have the email sent to, use the Maintain Email Addresses option on the Main Menu to add additional ones.

Email Addresses:	
	Email
<input checked="" type="checkbox"/> AMERICAN PROPERTY FINANCING	ServPro@spd.com
<input type="checkbox"/> David Jones	DJones@wire.com

Figure 4-46. Email Payment Schedule

5.0 QUICK REFERENCE

5.0 QUICK REFERENCE

5.1 Troubleshooting Tips

The most frequent problem encountered by users is difficulty accessing *e*LOCCS. This is due to the FHA Coordinator's improper setup of *e*LOCCS administrator rights in FHA Connection. Once access has been established in *e*LOCCS through Secure Systems, users report very few problems logging into *e*LOCCS. Listed below are some *e*LOCCS troubleshooting tips, common problems, and resolutions.

- **I'm a user and I do not see the *e*LOCCS hyperlink on my Secure Systems Main Menu.**

The FHA Coordinator has not assigned either the *e*LOCCS – Query and/or Administrator role to you. The association of these roles will place the LOCCS hyperlink on your Secure Systems Main Menu. Contact your FHA Coordinator for *e*LOCCS application authorization.

- **Can I change my password in *e* LOCCS prior to the 60-day prompt?**

Yes. After a program area has been selected from the Authorization page, the Change Password option will be on the left sidebar of any program area menu, directly under the User Profile option.

- **I do not have any e-mail options displayed on my LOCCS menu.**

You were not assigned the LOCCS – Administrator role by your Coordinator. Have your FHA coordinator add this role to you.

- **I do not see a particular program area on the Authorization page, but it shows up on the Grant Portfolio page off the *e*LOCCS main menu.**

This means you are authorized for query access only for that program area. To have drawdown capability, add the program area to your HUD-27054 form and forward to your local Program Office for review. The Program Office will, in turn, forward the form to LOCCS Security. The program will then appear on your *e*LOCCS Authorization page after the approval process. To view your LOCCS HUD-27054 security profile, click on the User Profile hyperlink from the left sidebar main menu page.

5.2 Important URL Links

Depending on your URL objective, below are several important links that may quickly assist your online access destination.

FHA Connection (Coordinator or User) Registration Information URL
<https://entp.hud.gov/clas/info.html>

LOCCS VRS Access Authorization HUD-27054 Form
http://www.hudclips.org/sub_nonhud/html/forms.htm

*Secure Systems URL Sign On
<http://www.hud.gov/offices/reac/online/reasyst.cfm>

*FHA Connection URL Sign On
<https://entp.hud.gov/clas/index.html>

*Two sign-on options to eLOCCS.

5.3 Help Desk Contact Information

Multiple components and systems support eLOCCS access; therefore, the nature of the particular problem will determine the contact person.

Please use the mailbox at eLOCCS LOCCS_WEB_COMMENTS@HUD.GOV to relay appropriate information. The following table is a help desk Contact Information by System to determine the help desk appropriate to contact.

Help Desk	System	Contact Information
FHA Connection Help Desk	FHA Connection	Sfadmin@Hud.Gov
eLOCCS Help Desk	eLOCCS	703-506-8229, Ext. 4279
LOCCS Security Office	LOCCS	877-705-7504